

Proposed Meeting Agenda  
 Board of Addiction & Prevention Professionals  
 Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105  
 September 6, 2018  
 10:30 AM to 5:00 PM (CST)  
 Call In Number: 866-410-8397  
 Access Code: 730-588-5906

**Member Listing**

- |  |                    |
|--|--------------------|
| 1. Amy Hartman, President              | 6. Kara Graveman   |
| 2. Jill Viedt, Vice-President          | 7. Donald McCoy    |
| 3. Nicole Bowen, Secretary / Treasurer | 8. Linda Peitz     |
| 4. Terri Brown                         | 9. Diane Sevensing |
| 5. Ellen Freiner                       |                    |

Others in attendance: Jeff Bratkiewicz, Paula Koller & Tina Nelson

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

- |               |  |             |
|---------------|--|-------------|
| 1. 10:30 a.m. | Call to order  | Hartman     |
| 2.            | Roll call  | Hartman     |
| 3.            | Approve the September 6, 2018 meeting agenda   | Hartman     |
| 4.            | Approve the June 14, 2018 Board of Directors meeting minutes   | Hartman     |
| 5.            | Budget information and financial report  | Koller      |
| 6. 11:00 a.m. | Public Input – no requests received  | Hartman     |
| 7. 11:15 a.m. | Executive Session: 2017-3; 2017-7  | Bratkiewicz |
| 8.            | G. Brostad pending reimbursement for administrative expenses   | Bratkiewicz |
| 9.            | T. Peratt has not submitted proof of liability insurance   | Bratkiewicz |
| 10.           | Review, Adopt and Implement the Code of Conduct and Conflict of Interest Policy for Use By State Authority, Board, Commission, and Committee Members | Nelson      |
| 11.           | To receive DSS communication, consider acquiring state email address, \$600 per person, per year   | Nelson      |
| 12.           | Replacement or duplicate certificate \$15, Nelson procedure change   | Nelson      |
| 13.           | Reinstatement fee \$150, consider procedure change   | Nelson      |
| 14.           | CSAD issues/challenges regarding workforce development: 8-6-18 committee meeting update  | Hartman     |

- |   |                            |
|---|----------------------------|
| 15. Update regarding NCC AP credentialing and cost                  | Hartman, Sevensing & Viedt |
| 16. Consider changing Board meeting dates                           | Nelson                     |
| 17. Update Committee Members  | Hartman                    |
| 18. Other Business  | Hartman                    |
| 19. Upcoming Board of Directors meetings: 12/6/18 (unless modified) | Hartman                    |
| 20. Adjourn   | Hartman                    |

**Review & approve the June 14, 2018  
Board of Directors meeting minutes**

Meeting Minutes  
Board of Addiction & Prevention Professionals  
Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105  
June 14, 2018  
10:30 A.M.

Call Information:

Call in Number: 866-410-8397

Access Code: 730-588-5906

Members Present: Nicole Bowen, Terri Brown, Amy Hartman, Linda Peitz, Diane Sevening,  
Don McCoy and Jill Viedt.  
Kara Graveman participated via conference call.

Members Absent: Ellen Feiner.

DSS Staff Present: Amy Iversen-Pollreis.  
Marilyn Kinsman participated via conference call.

Others in attendance: Jeff Bratkiewicz, Paula Koller & Tina Nelson.

Purpose: The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification and licensure of addiction and prevention professionals in South Dakota.

I. Sevening called the meeting to order at 10:30 a.m.

II. Sevening called the roll, a quorum was present.

The Board introduced themselves and welcomed new member, Don McCoy.

III. Peitz made a motion to approve the June 14, 2018 meeting agenda with the following additions: G.G., T.P. and Nelson's update regarding the Training for State Board and Commissions. Bowen seconded the motion. Motion passed.

IV. Viedt made a motion to approve the March 1, 2018 Board of Directors meeting minutes. Hartman seconded the motion. Motion passed.

V. Bowen made a motion to approve the budget / financial report. Peitz seconded the motion. Motion passed.

VI. The Board considered acquiring a state email address, which would allow staff to receive information and correspondence sent to all state employees. The current rate is \$600 per person, per year. The rates are established by BIT and can fluctuate. It was the Board's decision to revisit this matter at the September meeting.

VII. Hartman made a motion in favor of the BAPP complying with the state Emergency Office Closing Policy. If the Governor closes state offices in the Sioux Falls area, the BAPP will also close and staff will utilize administrative leave. Bowen seconded the motion. Motion passed.

Conference call with Graveman and Kingsman ended at 10:58 a.m.

Graveman rejoined the meeting on a non-conference phone line at 10:59 a.m.

VIII. At 11:00 a.m. Sevensing moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

IX. Sevensing called for Public Input at 11:05 a.m. Carol Regier was in attendance to discuss the 'Contracted Counselor Agreement' between Keystone Treatment Center and T.P.

X. Sevensing moved the Board out of Executive Session at 12:45 a.m.

XI. Peitz made a motion confirming the 'Contracted Counselor Agreement' between Keystone Treatment Center and T.P. does not violate applicable statutes, rules or standards governing Certified Addiction Counselors, nor does it fall within the parameters of independent practice. The individual is not authorized to practice independently or subcontract with any other agency or provider; the practitioner is required to provide the BAPP with verification of professional liability insurance; and, is not permitted to act as a supervisor during or in any way related to the contractual agreement. Viedt seconded the motion. Hartman abstained. Motion passed.

XII. 2017-3 Brown and Viedt were not present during discussion of this matter. The Board will continue to monitor the practitioner throughout the 48-month contract with HPAP.

XIII. 2017-7 Hartman made a motion to accept the Physician's documentation. The additional terms outlined in the Stipulation for Reprimand must also be completed. Brown seconded the motion. Motion passed.

XIV. 2018-1 The Board reviewed the letter of March 8, 2018 and the Ethics Hearing Report from the Iowa Board of Certification. No action is required.

XV. 2018-3 Bowen made a motion to accept the voluntary forfeiture and relinquishment of the individual's ACT status. The Order was entered and will be sent with the Notice of Entry of Order. The information will be posted on the NPDB and BAPP website. Viedt seconded the motion. Motion passed.

XVI. Peitz made a motion to approve processing G.G.'s re-application for ACT status. The previous file was destroyed due to retention policy and procedures. Therefore, the Board is allowing up to five years of trainee recognition status. Hartman seconded the motion. Graveman abstained. Motion passed.

XVII. Brown made a motion authorizing Bratkiewicz to present G.B. with two options. Option one - to renew his/her LAC status, with conditions to: reimburse the BAPP for all attorney fees incurred, sign a sworn statement attesting he/she will not practice as a private independent addiction counselor, confirm he/she will provide the BAPP with honest, complete and accurate information at all times, and within three days remove any reference to addiction services from his/her website(s), any and all social media venues, marketing materials, etc. Option two – the BAPP will proceed with the matter as a contested case under Chapter 1-26. McCoy seconded the motion. Motion passed.

Lunch break at 1:00 p.m. Phone call with Graveman ended.

The Board reconvened at 1:32 p.m.

Graveman and Kinsman re-joined the meeting via conference call at 1:32 p.m.

XVIII. Hartman made a motion to rescind the following motion in the March 1, 2018 Board of Directors meeting minutes regarding the 'alternative status for BAPP credentialed professionals who lapsed'. Peitz seconded the motion. Motion passed.

XIX. The DSS Boards & Commissions Meeting Guidelines were reviewed. Bratkiewicz advised the Board that prior to moving into executive session, a member must explain the reason and reference the state law that permits it.

XX. Iversen-Pollreisz coordinated a joint meeting on May 22, 2018, in Pierre, SD, with CSAD and DSS Boards. Sevensing and Nelson were in attendance. The purpose of the meeting was to discuss streamlining the licensing / credentialing process and improve reciprocity. Attendees were in agreement that dual licensure is important, and the workforce development issues / challenges are concerning. Participants agreed that all Boards should accept a percentage of shared supervision for certification or licensure. Additional joint meetings will be scheduled. Bowen, Hartman, Peitz, Sevensing, and Viedt volunteered to work as a Sub-Committee to review the BAPP administrative rules and statutes to determine what changes are necessary, to meet the needs of the workforce development challenges.

XX. Viedt made a motion to acknowledge a typographical error in the September 2017 Board meeting minutes regarding retesting. The minutes reflect, 'After four consecutive failed attempts.' This should reflect 'After three consecutive failed attempts'. Bowen seconded the motion. Motion passed.

XXI. Peitz made a motion to clarify that individuals on Retirement status, can provide clinical supervision. The verbiage 'active' will be removed from the Standards Manual. McCoy seconded the motion. Motion passed.

XXII. The Board clarified the BAPP should accept continuing professional training contact hours from pre-approved sponsors, as well as approved providers, if reflected on the certificate of attendance.

XXIII. The Board discussed requiring a fee from the date a certificate is issued, through the practitioners birth month, for individuals who do not have ACT status prior to testing. The Board determined this affects so few individuals; no changes are necessary.

XXIV. Bowen researched the history of the CPS bachelor's degree requirement and presented the information to the Board. Sevensing asked the members to consider creating a work experience track for Certified Prevention Specialists. The Board determined no changes would be made at this time.

XXV. Sevensing, current President-Elect for NAADAC, requested the Board approve NCC AP / NAADAC's on-demand testing. She indicated she wants individuals to test after they've complete the academic requirements, and prior to completing the work experience requirements. Nelson shared that on-demand testing is available through IC&RC and, also expressed concerns regarding the variation of information presented by Cynthia Moreno Tuohy, ED of NAADAC, during the March 1, 2018 Board meeting and the application and renewal materials available on-line. According to the applications, all fees are sent directly to NCC AP / NAADAC, which would create a financial hardship for the BAPP. The sub-committee will continue to research this matter, no changes will be made at this time.

Bowen, Brown and Graveman excused themselves from the meeting at 2:45 p.m.

XXVI. Nelson provided an update regarding the IC&RC Spring meeting.

XXVII. The BAPP requested the Board consider changing the quarterly meeting dates, to balance the office workload. The Board will revisit this matter at the September board meeting.

XXVIII. The Portfolio Review Committee meeting is scheduled for July 13, 2018 at 10:00 a.m. Hartman and Sevensing will be in attendance.

XXIX. The BAPP submitted Don McCoy's nomination for the lay position on March 12, 2018. McCoy was appointed on May 23, 2018.

XXX. Peitz moved to nominate Hartman as BAPP President, Viedt as Vice-President and Bowen as Secretary / Treasurer. McCoy seconded the motion. Motion passed.

XXXI. Other Business - additions to agenda. Nelson provided a summary of the information presented at the Training for State Boards and Commissions, which she attended June 12, 2018.

XXXII. Upcoming Board of Directors meetings: 9/6/18 & 12/6/18.

XXXIII. Viedt moved to adjourn the meeting at 3:33 p.m. Hartman seconded the motion. Motion passed.

# Budget information and financial report



**BAPP Year-to-Date Revenue  
and Expenditure Summary  
Fiscal Year 2017 - 2018  
Board Meeting Date: September 6, 2018**

<b>Act Number</b>	<b>Revenue</b>	<b>Actual 7/1/17 to 6/30/18</b>	<b>Estimated FY 2018</b>	
429301000	Application Materials			
429302000	Application & Testing Fee	\$9,500.00	\$6,000.00	
429302100	Retest Fee		\$400.00	
429302200	Status Upgrade Fee	\$750.00	\$600.00	
429303000	Certification Renewal Fee	\$19,600.00	\$115,000.00	<i>All renewal fees</i>
429303100	Dual Credentialed Renewal Fee	\$4,525.00		
429303200	Licensure Renewal Fee	\$66,000.00		
429303300	Retirement Status Fee	\$1,662.50		
429303400	Trainee Renewal Fee	\$23,400.00		
429303500	Trainee Recognition Initial Fee	\$5,200.00	\$8,000.00	
429304000	Continuing Educ Serv Provider Fee	\$750.00	\$650.00	
429305000	IC&RC Certificate	\$1,520.00	\$1,600.00	
429305100	Mailing Labels	\$900.00	\$700.00	
429305200	Miscellaneous Income	\$312.00		
429305300	Miscellaneous: Legal Fees	\$2,143.26		
429305400	Portfolio Review Fee	\$775.00	\$500.00	
429305500	Reinstatement Fee	\$2,850.00	\$3,000.00	
429305600	Replacement Certificate	\$15.00	\$100.00	<i>Certificates and Cards</i>
429305700	Replacement Card	\$20.00		
492004500	Investment Income		\$475.00	
	<b>BAPP Revenue from Quick Books</b>	<b>\$139,922.76</b>		
	<b>State Revenue Report</b>	<b>\$141,782.87</b>	<b>\$137,025.00</b>	

Act Number	State Expenditure Summary Report	Actual 7/1/17 to 6/30/18	Estimated FY 2018
	<b>Employee Salaries - 5101</b>		
5101010	F-T emp sal & wages	\$53,290.40	\$55,991.00
5101020	P-T/temp emp sal & wages	\$15,295.04	\$22,592.00
5101030	Board & comm mbrs fees	\$1,320.00	\$2,489.00
	<b>Employee Benefits - 5102</b>		
5102010	Oasi-Employers share	\$5,104.34	\$6,207.00
5102020	Retirement-er share	\$4,115.21	\$4,048.00
5102060	Health/life ins.-er share	\$18,666.96	\$20,529.00
5102080	Worker's Compensation	\$209.17	\$350.00
5102090	Unemployment Compensation	\$30.94	\$30.00
	<b>Travel - 5203</b>		
5203030	Auto-priv (in-st) h/rte	\$1,067.89	\$3,500.00
5203100	Lodging/in-state		\$835.00
5203120	Incidentals-travel-in st.	\$24.00	\$50.00
5203140	Taxable Meals/in-state	\$136.00	\$150.00
5203150	Non-taxable meals/in-st		\$300.00
5203220	Auto-priv(out-state) l/r		
5203260	Air-comm-out-of-state	\$502.00	\$1,000.00
5203280	Other-public-out-of-state	\$133.50	\$125.00
5203300	Lodging/out-of-state	\$600.94	\$1,655.00
5203320	Incidentals-out-of-state		
5203350	Non-taxable meals/out-st	\$249.00	\$675.00
	<b>Contractual Services - 5204</b>		
5204010	Subscriptions		
5204020	Dues & membership fees	\$1,952.50	\$2,448.00
5204040	Accounting consultant		
5204050	Computer Consultant	\$767.78	\$475.00
5204080	Legal consultant	\$11,428.74	\$17,130.00
5204130	Other Consulting		
5204160	Workshop registration fee	\$400.00	\$650.00
5204190	Computer Services-Private		\$250.00
5204200	Central Services		\$4,635.00
5204201	Central Services/ BFM	\$4,926.69	
5204202	Central Services/ Property Management Services		
5204203	Central Services/ Purchasing Services		\$20.00
5204204	Central Services/ Records Mgmt Services	\$76.80	\$152.00
5204207	Central Services/ Human Resources Services	\$1,628.97	\$1,656.00
5204220	Equipment serv & maint		\$800.00
5204230	Janitorial & maint service		
5204320	Audit Services-Private		
5204340	Computer Software Maint		
5204360	Advertising-newspaper		
5204460	Equipment rental	\$2,253.56	\$1,650.00
5204490	Rents-private owned prop	\$7,834.20	\$7,878.00
5204510	Rents-other		\$150.00

5204530	Telecommunications srvc	\$1,905.73	\$2,300.00
5204550	Garbage & sewer	\$117.76	\$420.00
5204590	Ins premiums & surety bds	\$1,699.52	\$1,310.00
5204620	Taxes & License Fees		
5204730	Maintenance contracts		
5204960	Other contractual services	\$3,190.00	\$3,200.00
	<b>Supplies &amp; Materials - 5205</b>		
5205020	Office supplies	\$749.80	\$1,450.00
5205090	Painting Supplies		
5205300	Trophies & awards	\$75.00	\$155.00
5205310	Printing-state		
5205328	Printing-commercial	\$479.18	\$1,100.00
5205350	Postage	\$1,219.02	\$1,900.00
5205540	Finished signs & decals		
	<b>Capital Outlay - 5207</b>		
5207431	Office machines		
5207450	Office equip & fixtures		
5207491	Telephone Equipment		\$175.00
5207901	Computer Hardware		
5207960	Computer Software		
5208080	Refund of Prior Yrs Rev		
	<b>Total Expenses</b>	<b>\$141,450.64</b>	<b>\$170,430.00</b>

Cash Balance 6/30/18

**\$50,947.53**

**BAPP Revenues and Expenses by Month**  
**Fiscal Year July 1, 2017 to June 30, 2018**

<b>Revenues</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Yr to Date</b>
Application Materials													\$0.00
Application & Testing Fee	\$750.00		\$250.00	\$250.00	\$500.00	\$3,250.00	\$500.00			\$250.00		\$3,750.00	\$9,500.00
Retest Fee													\$0.00
Status Upgrade Fee		\$150.00	\$300.00					\$300.00					\$750.00
Certification Renewal Fee	\$1,750.00	\$1,575.00	\$2,800.00	\$1,400.00	\$2,100.00	\$1,750.00	\$1,575.00	\$700.00	\$2,100.00	\$525.00	\$1,750.00	\$1,575.00	\$19,600.00
Dual Credentialed Renewal Fee	\$575.00	\$287.50	\$287.50	\$812.50	\$575.00		\$550.00	\$287.50	\$575.00	\$287.50		\$287.50	\$4,525.00
Licensure Renewal Fee	\$5,000.00	\$4,200.00	\$5,600.00	\$5,200.00	\$4,600.00	\$5,000.00	\$7,200.00	\$3,600.00	\$7,800.00	\$4,800.00	\$5,200.00	\$7,800.00	\$66,000.00
Retirement Status Fee	\$243.75	\$200.00	\$100.00	\$100.00	\$200.00		\$87.50	\$100.00	\$100.00	\$100.00	\$100.00	\$331.25	\$1,662.50
Trainee Renewal Fee	\$1,500.00	\$1,200.00	\$1,800.00	\$1,500.00	\$2,100.00	\$2,100.00	\$2,250.00	\$2,100.00	\$2,100.00	\$3,150.00	\$1,650.00	\$1,950.00	\$23,400.00
Trainee Recognition Initial Fee	\$350.00	\$725.00	\$600.00	\$375.00	\$200.00	\$337.50	\$950.00	\$450.00	\$500.00	\$200.00	\$62.50	\$225.00	\$5,200.00
Cont Ed Service Provider Fee	\$75.00	\$150.00		\$75.00	\$25.00	\$25.00		\$75.00			\$75.00	\$50.00	\$750.00
IC&RC Certificate	\$80.00	\$160.00	\$200.00	\$120.00	\$140.00	\$80.00	\$120.00	\$20.00	\$100.00	\$100.00	\$220.00	\$180.00	\$1,520.00
Mailing Labels	\$100.00	\$200.00			\$100.00		\$200.00		\$200.00		\$100.00		\$900.00
Miscellaneous Income				\$125.00						\$182.00		\$5.00	\$312.00
Misc: Legal Fees	\$643.26					\$1,000.00			\$500.00				\$2,143.26
Portfolio Review Fee	\$75.00	\$50.00	\$75.00	\$125.00		\$50.00	\$75.00	\$125.00	\$25.00	\$125.00		\$50.00	\$775.00
Reinstatement Fee	\$300.00	\$300.00	\$150.00		\$450.00	\$150.00	\$150.00	\$300.00	\$300.00	\$450.00	\$150.00	\$150.00	\$2,850.00
Replacement Certificate		\$15.00											\$15.00
Replacement Card	\$5.00							\$5.00		\$5.00		\$5.00	\$20.00
Investment Income													\$0.00
<b>Quick Book Revenue</b>	<b>\$11,447.01</b>	<b>\$9,212.50</b>	<b>\$12,162.50</b>	<b>\$10,082.50</b>	<b>\$10,990.00</b>	<b>\$13,742.50</b>	<b>\$13,657.50</b>	<b>\$8,062.50</b>	<b>\$14,300.00</b>	<b>\$10,599.50</b>	<b>\$9,307.50</b>	<b>\$16,358.75</b>	<b>\$139,922.76</b>
<b>State Revenue Report</b>	<b>\$11,393.26</b>	<b>\$13,307.61</b>	<b>\$10,455.00</b>	<b>\$9,727.50</b>	<b>\$11,345.00</b>	<b>\$11,065.00</b>	<b>\$15,682.50</b>	<b>\$8,475.00</b>	<b>\$14,247.50</b>	<b>\$8,717.00</b>	<b>\$11,895.00</b>	<b>\$15,472.50</b>	<b>\$141,782.87</b>
<b>Diff between QB Revenue and State Revenue</b>	<b>\$53.75</b>	<b>\$4,095.11</b>	<b>\$1,707.50</b>	<b>\$355.00</b>	<b>\$355.00</b>	<b>\$2,677.50</b>	<b>\$2,025.00</b>	<b>\$412.50</b>	<b>\$52.50</b>	<b>\$1,882.50</b>	<b>\$2,587.50</b>	<b>\$886.25</b>	<b>\$7,860.11</b>

State Expenditure Summary Report													
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Yr to Date
F-t emp sal & wages	\$4,429.20	\$4,429.20	\$6,643.80	\$2,214.60	\$4,429.20	\$4,429.20	\$4,429.20	\$6,643.80	\$2,214.60	\$4,429.20	\$4,429.20	\$4,569.20	\$53,290.40
P-t/emp emp sal & wages	\$1,282.79	\$1,258.97	\$1,981.94	\$567.85	\$1,364.25	\$1,367.03	\$1,198.06	\$1,283.92	\$1,915.50	\$558.16	\$1,258.98	\$1,257.59	\$15,295.04
Board & comm mbrs fees			\$420.00			\$420.00	\$60.00		\$420.00				\$1,320.00
Oasi-Employers share	\$415.82	\$413.99	\$660.27	\$204.81	\$422.04	\$454.39	\$415.60	\$416.74	\$659.70	\$201.55	\$413.99	\$425.44	\$5,104.34
Retirement-ter share	\$342.73	\$341.30	\$517.55	\$166.95	\$347.61	\$347.79	\$337.64	\$342.79	\$513.57	\$166.37	\$341.30	\$349.61	\$4,115.21
Health/life ins-er share	\$1,411.68	\$1,411.68	\$2,117.52	\$705.84	\$1,411.68	\$1,411.68	\$1,411.68	\$1,411.68	\$2,405.32	\$993.64	\$1,987.28	\$1,987.28	\$18,666.96
Worker's Compensation	\$16.56	\$16.49	\$25.01	\$8.07	\$16.80	\$16.81	\$18.01	\$18.28	\$27.40	\$8.88	\$18.21	\$18.65	\$209.17
Unemployment Compensation	\$2.58	\$2.56	\$3.89	\$1.26	\$2.62	\$2.61	\$2.54	\$2.58	\$3.87	\$1.25	\$2.56	\$2.62	\$30.94
Auto-priv (in-st) h/r/te				\$171.19	\$211.68		\$95.34		\$334.32			\$190.68	\$1,067.89
Lodging/in-state													\$0.00
Incidentals-travel-in st.											\$24.00		\$24.00
Taxable meals/in-st				\$33.00			\$22.00		\$59.00			\$11.00	\$136.00
Non-taxable meals/in-st													\$0.00
Auto-priv(out-state) h/r													\$0.00
Air-comm-out-of-state									\$502.00				\$502.00
Other-public-out-of-state					\$34.00						\$99.50		\$133.50
Lodging/out-of-state					\$281.24						\$319.70		\$600.94
Incidentals-out-of-state													
Non-taxable meals/out-st					\$114.00						\$114.00	\$21.00	\$249.00
Subscriptions													
Dues & membership fees	\$1,752.50		\$200.00										\$1,952.50
Accounting consultant													\$0.00
Computer consultant		\$199.99	\$180.00			\$180.00	\$170.80	\$36.99					\$767.78
Legal consultant			\$904.14	\$839.58		\$2,552.02	\$2,449.93	\$847.17	\$631.90	\$1,691.00	\$1,192.60	\$320.40	\$11,428.74
Other consulting													\$0.00
Workshop registration fee		\$200.00											\$400.00
Computer services-private													\$0.00
Central services													\$0.00
Central services - BFM	\$1,132.67				\$1,289.80			\$1,193.04			\$1,311.18		\$4,926.69
Property management services													\$0.00
Purchasing services													\$0.00
Records mgmt services	\$19.20			\$19.20			\$19.20			\$19.20			\$76.80
Human resources services	\$223.09	\$100.13	\$60.10	\$260.33	\$42.36	\$84.73	\$233.01	\$105.91	\$84.73	\$286.94	\$44.27	\$63.37	\$1,628.97
Equipment serv & maint													\$0.00
Janitorial & maint serv													\$0.00
Audit services-private													\$0.00
Computer software maint													\$0.00
Advertising-newspaper													\$0.00
Equipment rental		\$105.32	\$333.16	\$196.12	\$105.32	\$105.32	\$800.05	\$105.32	\$105.32	\$166.99	\$105.32	\$105.32	\$2,253.56
Rents-private owned prop	\$652.85	\$652.85		\$1,305.70	\$652.85	\$652.85	\$652.85	\$652.85	\$652.85	\$652.85	\$652.85	\$652.85	\$7,834.20
Rents-other													\$0.00
Telecommunications svcs	\$124.00	\$117.92	\$166.73	\$163.84	\$165.57	\$166.38	\$166.43	\$169.95	\$167.64	\$165.97	\$165.68	\$166.62	\$1,905.73
Garbage & sewer	\$34.20	\$13.92		\$25.44		\$7.80		\$19.60		\$16.80			\$117.76
Ins premiums & surety bds											\$1,699.52		\$1,699.52
Taxes & license fees													
Maintenance contracts													\$0.00
Other contractual services				\$1,055.00						\$2,135.00			\$3,190.00
Office supplies				\$206.32		\$110.48			\$191.04			\$241.96	\$749.80
Painting supplies													\$0.00

[illegible]

**BAPP Year-to-Date Revenue  
and Expenditure Summary  
Fiscal Year 2018 - 2019  
Board Meeting Date: Septemer 6, 2018**

<b>Act Number</b>	<b>Revenue</b>	<b>Actual 7/1/18 to 7/31/19</b>	<b>Estimated FY 2019</b>	
429301000	Application Materials			
429302000	Application & Testing Fee	\$750.00	\$6,250.00	
429302100	Retest Fee		\$200.00	
429302200	Status Upgrade Fee		\$450.00	
429303000	Certification Renewal Fee	\$1,750.00	\$115,000.00	<i>All renewal fees</i>
429303100	Dual Credentialed Renewal Fee	\$287.50		
429303200	Licensure Renewal Fee	\$6,200.00		
429303300	Retirement Status Fee	\$343.75		
429303400	Trainee Renewal Fee	\$1,350.00		
429303500	Trainee Recognition Initial Fee	\$312.50	\$7,000.00	
429304000	Continuing Educ Serv Provider Fee	\$25.00	\$600.00	
429305000	IC&RC Certificate	\$140.00	\$1,500.00	
429305100	Mailing Labels	\$100.00	\$700.00	
429305200	Miscellaneous Income			
429305300	Miscellaneous: Legal Fees			
429305400	Portfolio Review Fee	\$50.00	\$500.00	
429305500	Reinstatement Fee	\$450.00	\$3,000.00	
429305600	Replacement Certificate		\$100.00	<i>Certificates and Cards</i>
429305700	Replacement Card			
492004500	Investment Income		\$500.00	
	<b>BAPP Revenue from Quick Books</b>	<b>\$11,758.75</b>		
	<b>State Revenue Report</b>	<b>\$11,263.75</b>	<b>\$135,800.00</b>	

Act Number	State Expenditure Summary Report	Actual 7/1/19 to 7/31/19	Estimated FY 2019
	<b>Employee Salaries - 5101</b>		
5101010	F-T emp sal & wages	\$4,482.36	\$56,662.00
5101020	P-T/temp emp sal & wages	\$1,339.53	\$22,863.00
5101030	Board & comm mbrs fees	\$480.00	\$2,518.00
	<b>Employee Benefits - 5102</b>		
5102010	Oasi-Employers share	\$463.71	\$6,343.00
5102020	Retirement-er share	\$349.31	\$4,048.00
5102060	Health/life ins.-er share	\$1,411.68	\$20,529.00
5102080	Worker's Compensation	\$22.71	\$350.00
5102090	Unemployment Compensation	\$1.98	\$30.00
	<b>Travel - 5203</b>		
5203030	Auto-priv (in-st) h/rte	\$249.48	\$3,500.00
5203100	Lodging/in-state		\$835.00
5203120	Incidentals-travel-in st.		\$50.00
5203140	Taxable Meals/in-state	\$37.00	\$150.00
5203150	Non-taxable meals/in-st		\$300.00
5203220	Auto-priv(out-state) l/r		
5203260	Air-comm-out-of-state		\$1,000.00
5203280	Other-public-out-of-state		\$125.00
5203300	Lodging/out-of-state		\$1,655.00
5203320	Incidentals-out-of-state		
5203350	Non-taxable meals/out-st		\$675.00
	<b>Contractual Services - 5204</b>		
5204010	Subscriptions		
5204020	Dues & membership fees	\$1,757.50	\$2,448.00
5204040	Accounting consultant		
5204050	Computer Consultant		\$925.00
5204080	Legal consultant		\$17,130.00
5204130	Other Consulting		
5204160	Workshop registration fee		\$650.00
5204190	Computer Services-Private		
5204200	Central Services		\$4,683.00
5204201	Central Services/ BFM	\$1,139.90	
5204202	Central Services/ Property Management Services		
5204203	Central Services/ Purchasing Services		\$20.00
5204204	Central Services/ Records Mgmt Services	\$19.20	\$153.00
5204207	Central Services/ Human Resources Services	\$90.96	\$1,673.00
5204220	Equipment serv & maint		
5204230	Janitorial & maint service		
5204320	Audit Services-Private		
5204340	Computer Software Maint		
5204360	Advertising-newspaper		
5204460	Equipment rental	\$201.35	\$2,500.00
5204490	Rents-private owned prop	\$652.85	\$7,878.00
5204510	Rents-other		



5204530	Telecommunications srvc	\$165.43	\$2,300.00
5204550	Garbage & sewer	\$10.92	\$420.00
5204590	Ins premiums & surety bds		\$1,110.00
5204620	Taxes & License Fees		
5204730	Maintenance contracts		
5204960	Other contractual services		\$3,200.00
	<b>Supplies &amp; Materials - 5205</b>		
5205020	Office supplies		\$1,450.00
5205090	Painting Supplies		
5205300	Trophies & awards		\$155.00
5205310	Printing-state		
5205328	Printing-commercial		\$1,200.00
5205350	Postage	\$603.00	\$1,900.00
5205540	Finished signs & decals		
	<b>Capital Outlay - 5207</b>		
5207431	Office machines		
5207450	Office equip & fixtures		
5207491	Telephone Equipment		\$175.00
5207901	Computer Hardware		
5207960	Computer Software		
5208080	Refund of Prior Yrs Rev		
	<b>Total Expenses</b>	<b>\$13,478.87</b>	<b>\$171,603.00</b>

Cash Balance 7/31/18	<b>\$49,033.91</b>
----------------------	--------------------

### BAPP Revenues and Expenses by Month Fiscal Year July 1, 2018 to June 30, 2019

[illegible]

[illegible]

[illegible]

**Review, Adopt & Implement the  
Code of Conduct and Conflict of Interest Policy  
for Use By State Authority, Board,  
Commission, and Committee Members**

# ***Code of Conduct and Conflict of Interest Policy for Use By State Authority, Board, Commission, and Committee Members***

## ***Purpose***

The purpose of this code of conduct and conflict of interest policy ("Code") is to establish a set of ethical principles and guidelines for members of state authorities, boards, commissions, or committees when acting within their official public service capacity. This Code applies to all appointed and elected members of state authorities, boards, commissions, and committees (hereinafter "Boards" and "Board member(s)").

## ***Conflict of Interest for Board Members***

Board members may be subject to statutory restrictions specific to their Boards found in state and federal laws, rules and regulations. Those restrictions are beyond the scope of this Code. Board members should contact their appointing authority or the attorney for the Board for information regarding restrictions specific to their Board.

## ***General Restrictions on Participation in Board Actions***

A conflict of interest exists when a Board member has an interest in a matter that is different from the interest of members of the general public. Examples of circumstances which may create a conflict of interest include a personal or pecuniary interest in the matter or an existing or potential employment relationship with a party involved in the proceeding.

Whether or not a conflict of interest requires a Board member to abstain from participation in an official action of the Board depends upon the type of action involved. A Board's official actions are either quasi-judicial or quasi-legislative. A quasi-judicial official action is particular and immediate in effect, such as a review of an application for a license or permit. In order to participate in a quasi-judicial official action of the Board, a Board member must be disinterested and free from actual bias or an unacceptable risk of actual bias. A Board member must abstain from participation in the discussion and vote on a quasi-judicial official action of the Board if a reasonably-minded person could conclude that there is an unacceptable risk that the Board member has prejudged the matter or that the Board member's interest or relationship creates a potential to influence the member's impartiality.

A quasi-legislative official action, also referred to as a regulatory action, is general and future in effect. An example is rule-making. If the official action involved is quasi-legislative in nature, the Board member is not required to abstain from participation in the discussion and vote on the action.

unless it is clear that the member has an unalterably closed mind on matters critical to the disposition of the action.

“Official action” means a decision, recommendation, approval, disapproval or other action which involves discretionary authority. A Board member who violates any of these restrictions may be subject to removal from the Board to which the member is appointed.

### ***Contract Restrictions***

There are federal and state laws, rules and regulations that address conflict of interest for elected and appointed Board members in the area of contracts. As an initial matter, a Board member may not solicit or accept any gift, favor, reward, or promise of reward, including any promise of future employment, in exchange for recommending, influencing or attempting to influence the award of or the terms of a state contract. This prohibition is absolute and cannot be waived.

Members of certain Boards are required to comply with additional conflict of interest provisions found in SDCL Chapter 3-23 and are required to make an annual disclosure of any contract in which they have or may have an interest or from which they derive a direct benefit. The restrictions apply for one year following the end of the Board member’s term. The Boards impacted by these laws are enumerated within SDCL 3-23-10. For more information on these provisions, see the State Authorities/Boards/Commissions page in the Legal Resources section of the Attorney General’s website at: <http://atg.sd.gov/legal/opengovernment/authorityboardcommission.aspx>.

Absent a waiver, certain Board members are further prohibited from deriving a direct benefit from a contract with an outside entity if the Board member had substantial involvement in recommending, awarding, or administering the contract or if the Board member supervised another state officer or employee who approved, awarded or administered the contract. With the exception of employment contracts, the foregoing prohibition applies for one year following the end of the Board member’s term. However, the foregoing prohibition does not apply to Board members who serve without compensation or who are only paid a per diem. See SDCL 5-18A-17 to 5-18A-17.6. For more information on these restrictions see the Conflict of Interest Waiver Instructions and Form on the South Dakota Bureau of Human Resources website at: <http://bhr.sd.gov/forms/>.

Other federal and state laws, rules and regulations may apply to specific Boards. For general questions regarding the applicability of SDCL Chapter 3-23 or other laws, a Board member may contact the attorney for the Board. However, because the attorney for the Board does not represent the Board member in his or her individual capacity, a Board member should contact a private attorney if the member has questions as to how the conflict of interest laws apply to the Board member’s own interests and contracts.

### ***Consequences of Violations of Conflict of Interest Laws***

A contract entered into in violation of conflict of interest laws is voidable and any benefit received by the Board member is subject to disgorgement. In addition, a Board member who violates conflict of interest laws may be removed from the Board and may be subject to criminal prosecution. For example, a Board member may be prosecuted for theft if the member knowingly

uses funds or property entrusted to the member in violation of public trust and the use resulted in a direct financial benefit to the member. See SDCL 3-16-7, 5-18A-17.4, and 22-30-46.

### ***Retaliation for Reporting***

A Board cannot dismiss, suspend, demote, decrease the compensation of, or take any other retaliatory action against an employee because the employee reports, in good faith, a violation or suspected violation of a law or rule, an abuse of funds or abuse of authority, a substantial and specific danger to public health or safety, or a direct criminal conflict of interest, unless the report is specifically prohibited by law. SDCL 3-16-9 & 3-16-10.

Board members will not engage in retaliatory treatment of an individual because the individual reports harassment, opposes discrimination, participates in the complaint process, or provides information related to a complaint. See SDCL 20-13-26.

### ***Anti-Harassment/Discrimination Policy***

While acting within their official capacity, Board members will not engage in harassment or discriminatory or offensive behavior based on race, color, creed, religion, national origin, sex, pregnancy, age, ancestry, genetic information, disability or any other legally protected status or characteristic.

Harassment includes conduct that creates a hostile work environment for an employee or another Board member. This prohibition against harassment and discrimination also encompasses sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to or rejection of the harassment is made either explicitly or implicitly the basis of or a condition of employment, appointment, or a favorable or unfavorable action by the Board member; or (2) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment or discriminatory or offensive behavior may take different forms and may be verbal, nonverbal, or physical in nature. To aid Board members in identifying inappropriate conduct, the following examples of harassment or discriminatory or offensive behavior are provided:

- Unwelcome physical contact such as kissing, fondling, hugging, or touching;
- Demands for sexual favors; sexual innuendoes, suggestive comments, jokes of a sexual nature, sexist put-downs, or sexual remarks about a person's body; sexual propositions, or persistent unwanted courting;
- Swearing, offensive gestures, or graphic language made because of a person's race, color, religion, national origin, sex, age or disability;
- Slurs, jokes, or derogatory remarks, email, or other communications relating to race, color, religion, national origin, sex, age, or disability; or
- Calendars, posters, pictures, drawings, displays, cartoons, images, lists, e-mails, or computer activity that reflects disparagingly upon race, color, religion, national origin, sex, age or disability.



The above cited examples are not intended to be all-inclusive.

A Board member who is in violation of this policy may be subject to removal from the Board.

### ***Confidential Information***

Except as otherwise required by law, Board members shall not disclose confidential information acquired during the course of their official duties. In addition, members are prohibited from the use of confidential information for personal gain.

### ***Reporting of Violations***

Any violation of this Code should be reported to the appointing authority for the Board member who is alleged to have violated the Code.

Replacement or duplicate certificate \$15  
Nelson procedure change

## Current Fee Schedule

Application materials	\$25
Portfolio reviews	\$25
CAC, CPS, or LAC application and examination fee	\$250
CAC, CPS, or LAC retest fee	\$200
CAC or CPS renewal fee	\$175
LAC renewal fee	\$200
CAC & CPS dual credential renewal fee	\$262.50
LAC & CPS dual credential renewal fee	\$287.50
CAC or CPS retirement status fee	\$87.50
LAC retirement status fee	\$100.00
Status upgrade fee	\$150
ACT or PST trainee recognition fee	The fee is pro-rated at \$12.50 per month from the month of initial recognition to the last day of the trainee's birth month, not to exceed \$150.
ACT or PST trainee renewal fee	\$150
Reinstatement fee	\$150
Replacement or duplicate certificate	\$15
CAC, CPS or LAC replacement identification card	\$5
IC&RC certificate fee	\$20
Registration as a continuing education service provider	\$25
Mailing labels charge	\$100

Reinstatement fee \$150  
consider procedure change

## Current Fee Schedule

Application materials	\$25
Portfolio reviews	\$25
CAC, CPS, or LAC application and examination fee	\$250
CAC, CPS, or LAC retest fee	\$200
CAC or CPS renewal fee	\$175
LAC renewal fee	\$200
CAC & CPS dual credential renewal fee	\$262.50
LAC & CPS dual credential renewal fee	\$287.50
CAC or CPS retirement status fee	\$87.50
LAC retirement status fee	\$100.00
Status upgrade fee	\$150
ACT or PST trainee recognition fee	The fee is pro-rated at \$12.50 per month from the month of initial recognition to the last day of the trainee's birth month, not to exceed \$150.
ACT or PST trainee renewal fee	\$150
Reinstatement fee	\$150
Replacement or duplicate certificate	\$15
CAC, CPS or LAC replacement identification card	\$5
IC&RC certificate fee	\$20
Registration as a continuing education service provider	\$25
Mailing labels charge	\$100

Consider changing Board meeting dates

## Consider Changing Board Meeting Dates

	Month	Month	Month
<b>First Quarter</b>	<u>January</u> Week 1 Week 2 (portfolio review) Week 3 Week 4	<u>February</u> Week 1 Week 2 Week 3 Week 4	<u>March</u> Week 1 (Board Mtg) Week 2 (testing) Week 3 Week 4
<b>Second Quarter</b>	<u>April</u> Week 1 Week 2 (IC&RC) (SDAAP) Week 3 (Budget Reallocation) Week 4	<u>May</u> Week 1 Week 2 Week 3 Week 4	<u>June</u> Week 1 (Board Mtg) Week 2 Week 3 Week 4 (Fiscal year ends)
<b>Third Quarter</b>	<u>July</u> Week 1 Week 2 (Portfolio Review) Week 3 (Budget Due) Week 4	<u>August</u> Week 1 Week 2 Week 3 Week 4	<u>September</u> Week 1 (Board Mtg) Week 2 (testing) (SDAAP) Week 3 Week 4
<b>Fourth Quarter</b>	<u>October</u> Week 1 Week 2 (IC&RC) Week 3 Week 4	<u>November</u> Week 1 Week 2 Week 3 Week 4	<u>December</u> Week 1 (Board Mtg) Week 2 Week 3 Week 4

Board now meets first Thursday of the month in March / June / September / December (in red)  
Possibly change to third Thursday in February / May / August / November (in green)

### Notes:

- Lapse letters – beginning of each month
- State financial report necessary for Board's financial report is not received in time for first Thursday of the month
- Billing is usually done around the 15<sup>th</sup> of the month
- End of month is busy time with 'renewals'

# Update Committee Members





**South Dakota Board of Addiction  
and Prevention Professionals**

3101 W. 41<sup>st</sup> St., Suite 205

Sioux Falls, SD 57105

**Phone:** 605.332.2645

**Fax:** 605.332.6778

**Email:** bapp@midconetwork.com

**Web:** www.dss.sd.gov/bapp

**Standing Committee Members:**

<b>Compliance Review</b>	<b>Ethics</b>	<b>Executive Committee</b>	<b>Portfolio Review</b>	<b>Nominating</b>
Amy Hartman	Nicole Bowen	Amy Hartman - President	Nicole Bowen	Nicole Bowen
Linda Peitz	Linda Peitz	Jill Viedt - Vice President	Amy Hartman	Terri Brown
Diane Sevening	Jill Viedt	Nicole Bowen– Secretary/Treasurer	Linda Peitz	Ellen Feiner
			Diane Sevening	Linda Peitz
			Jill Viedt	